

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING, TUESDAY, NOVEMBER 8, 2011

PRESENT: Bobbie Ziegra, Jackie Hemond, Michelle Guertin, Sharon Sanders, Len Giambra, Brenda Holmwood, Jim Fogarty

ABSENT : Liz Householder

GUESTS: None

CALL TO ORDER at 6:16 PM by Chairperson Michelle Guertin

ADDITIONS TO AGENDA - NONE

PUBLIC COMMENT- None

GENERAL PROCEEDINGS

- **Minutes of last meetings**
Minutes of 10-11-11 meeting reviewed and approved. Motion by Sharon, seconded by Len. M/C 5-0.
- **Financial report** . Presented next month
- Correspondence - None
- **Librarian's report** presented by Jackie. October statistics down for circulation.. Budget status for year reviewed all within budget Quotes for two new computers reviewed, will be ordered. Jackie attended Chamber of Southeastern Ct. meeting. New Town employee handbook distributed to library staff. Comparison of Salem library staff , hours, circulation reviewed. We are below staff hours for hours open..Discussion of changes in job descriptions for staff
- **Friends of the Library report** by Sharon. Book Sale profit \$8056.00. Fewer dealers than last year. Next meeting 11-16-11 at 7 PM in Program room.

OLD BUSINESS

- Discussion of functions of Library Director and Library Board - revised document reviewed, changes made. Motion to accept document including Mission Statement, Statement of Policy, and Board of Directors made by Sharon, seconded by Brenda. M/C 5-0.
- Computer Policy- discussion of proposal. Task for next meeting- read and be specific about any changes. Jackie will send document by email and board

members to return with suggestions. Committee will be Maryanne, Jackie, and Sharon.

NEW BUSINESS

- Discussion of memo from Jim Fogarty about librarian's choices of programs. Library Director will do more notification of programs. Further discussion at next meeting

OPEN DISCUSSION – Elections for Board of Director officer will be at the December meeting.

ADJOURNMENT - Motion to adjourn at 8:15 PM by Sharon, seconded by Liz. M/C 5-0

Respectfully submitted,

Roberta Ziegra
Recording Secretary

Next meeting DECEMBER 13 , 2011 at 6:15 PM.